

guidance **INDEX**

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SRA

better living booklets

This month's Better Living Booklet, *Helping Children Read Better*, points out specific ways in which parents and teachers can help children improve their reading. It was written by Paul Witty, Professor of Education and Director of the Psycho-Educational Clinic of Northwestern University. Reading as a leisure-time activity and as a means of promoting personality growth is discussed. (See Review Item No. 27.)

life adjustment booklets

Getting Along with Brothers and Sisters is SRA's December Life Adjustment Booklet for students. It was written by Frances Ullmann, Executive Editor of *Child Study Magazine*, in cooperation with the Child Study Association of America. The inevitable friction between brothers and sisters, and how better relationships can be established are discussed in it. (See Review Item No. 44.)

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (§) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many free and inexpensive publications as possible. In this issue of the *Index* you will find:

70 items covering 44 subjects of which 30 are free or inexpensive

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for the **COUNSELOR, TEACHER, and ADMINISTRATOR**

Items listed in this category give information on guidance and related fields. Such topics as problems of child guidance and personal adjustment; education and employment are covered.

Audio-Visual Education

1. ***Directory of 16 mm. Film Sources.** [Radiant Manufacturing Corp., 2627 W. Roosevelt Rd., Chicago 8.] 1950. 63pp. 25c.

An effective aid in planning film programs, this directory lists hundreds of distributors and producers of 16 mm. films covering a variety of subject fields. Listings under each subject include films which may be purchased, films which may be rented, and films available on free loan. Pertinent information on selecting and ordering films, and the type of production—silent, sound, color, etc.—is also given.

2. **Educators Guide to Free Slide-films.** 2d ed. [Educators Progress Service, Randolph, Wis.] 1950. 128pp. \$3.00.

The second annual edition of this important list of audio-visual materials includes 283 silent slidefilms and 145 sound slidefilms which are currently available for use without charge. Each entry is carefully annotated and gives essential information as to source from which it may be obtained, conditions for use, type of production, number of frames, and running time. This book will be of value to classroom teachers who are interested in using visual materials to supplement textbook instruction.

Child Labor

3. ***Help Get the Children into School and Out of Farm Jobs During**

School Hours. Bulletin No. 128. [U. S. Dept. of Labor, Washington 25, D. C.] 1950. Free.

This pamphlet gives suggestions about community activities that can be enlisted to help get an education for children under 16 years of age who work on farms during school hours. It describes the new Fair Labor Standards Act and tells how school officials, attendance workers, teachers, church and service groups can help achieve the purpose of that law.

Child Psychology

4. ***Discipline and Emotional Health.** Bruno Gebhard. [Cleveland Health Museum, 8911 Euclid Ave., Cleveland 6, Ohio.] 1950. 22pp. 25c.

This booklet is the report of the 1950 workshop on emotional health, designed especially for teachers to help them understand the personality disorders of children. It contains descriptions of types of maladjustment in children, suggests causes, and discusses methods of treatment. Suggestions of ways in which parents and teachers can help emotionally disturbed children are included.

Child Welfare

5. ***Priorities in Health Services for Children of School Age.** [Children's Bureau, Federal Security Agency, Washington 25, D. C.] 1950. 24pp. Single copies, free.

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Prepared to aid school officials and public health workers in planning their programs, this booklet consists of recommendations for those school services most vital in meeting the health needs of school-age children. Based on the findings of a special committee, it outlines the various categories of resources that both large and small communities provide, and discusses the factors to consider in developing an over-all program. The priorities to be given under different conditions and in connection with care and follow-up of specific diseases are also considered.

Counseling

6. ***Counseling for Church Vocations.** Edited by Harold W. Ewing. [Interboard Committee on Christian Vocations, Box 871, Nashville 2, Tenn.] 1950. 52pp. 25c.

A booklet prepared to help counselors understand the basic philosophy of Christian vocations and to provide them with factual information about the vocational needs of the church. It contains specific techniques and principles of counseling and guidance; gives suggestions for entering the church vocational service field; and lists resource materials for further study and training. This booklet will be helpful to the lay-counselor—parent, pastor, teacher, friend—as well as to the professional counselor in schools and youth agencies.

Education

7. **Current Affairs and Modern Education.** James F. Corbett and Others. [The New York Times, Current Affairs Report, Times Sq., New York 18.] 1950. 278pp. \$1.50.

The result of actual classroom observations, this book deals with practices of teaching current affairs in schools. The authors discuss, first, what is meant by "current affairs" and what they include; then go on to describe practices being carried on by teachers and school systems. The place of current affairs in the curriculum, the value of using community resources, and the relationship between the materials used and the teaching techniques are discussed. School administrators and teachers should find these reports of practices useful in providing or improving their programs to help pupils achieve an understanding of contemporary problems.

8. **Educating Our Daughters: A Challenge to Colleges.** Lynn White Jr. [Harper & Bros., 49 E. 33rd St., New York 16.] 1950. 166pp. \$2.50.

In this book, the author gives a forthright discussion of the failure of our educational system to provide the type of schooling that specifically fits young women for life. He discusses also the state of higher education, in general, and offers suggestions to parents on choosing suitable colleges for their daughters. This book should be of interest to professional workers in higher education, as well as to parents of young women.

9. ***Point Four and Education.** [Educational Policies Commission, Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1950. 27pp. 20c.

This bulletin reviews and discusses the Point Four Program and shows how it relates to our system of education. It defines the role of education, both here and abroad, in raising the levels of living in the underdeveloped areas of the world. Principles, purposes, and values of the point four program that should be taught in schools and colleges are recommended.

10. **Preventive and Corrective Physical Education.** George T. Stafford. Rev. ed. [A. S. Barnes & Co., 101 Fifth Ave., New York 3.] 1950. 305pp. \$3.75.

Of particular interest to teachers of physical education, administrators of health programs, youth-group workers, school nurses and physicians, physical and occupational therapists, this volume presents modern methods of preventing and correcting physical handicaps through exercise. The emphasis is on the preventive work and the individualization of health programs, based on the philosophy that the role of physical education is to help youth to maximum bodily development. Efficient body functioning, disease avoidance, emotional stabilization, and development of good health habits are stressed.

11. **Regard for the Individual.** Report No. 10. [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1950. 31pp. 50c. Quantity prices.

Another in the series of reports surveying newer educational practices, this booklet deals with methods of teaching designed to fit the needs of the individual child. It contains descriptions of practices now in existence where school programs are arranged to recognize individual differences, and to find the proper place for each child in his group. This report will be of considerable value to administrators and teachers interested in the development of well-adjusted children who will grow up emotionally, socially, mentally, and physically mature.

Elementary Education

12. **Choral Recitation in the Grades.** Sister Mary Dorothy. [Educator's Washington Dispatch, Book Dept., 100 Garfield Ave., New London, Conn.] 1950. 96pp. \$1.00.

Teachers of small school children will be interested in the material presented in this booklet. The author discusses the value—social and cultural—of choral recitations by primary-school pupils, and gives simple, practical ways of conducting them. Poems and narratives arranged for choral recitations are also included.

13. **The Nursery School — A Human Relationships Laboratory.** Katherine H. Read. [W. B. Saunders Co., 218 W. Washington Sq., Philadelphia 5, Pa.] 1950. 264pp. \$3.50.

In this book the author emphasizes the importance of understanding children and their behavior in developing good human relations. She describes the nursery school laboratory as a means of helping young adults understand themselves and others. The students' relationships with the children, the parents, and the teachers in the nursery school; how these contacts can lead to future career success, and prepare them for parenthood are fully described.

Family Life

14. **The Dynamics of Parent-Child Relationships.** Percival M. Symonds. [Bureau of Publications, Teachers College, Columbia Univ., New York 27.] 1949. 197pp. \$3.50.

The author of this book feels that a child's personality development is very closely re-

lated to his relationship with his parents. This volume deals with a variety of parent-child relationships, including such topics as parental objection, over-indulgence, over-protection, over-strictness, and other aspects of the parents' relationship to children. The essentials of a good parent and factors which make good parent-child relationships are described. A comprehensive, annotated bibliography of further reading materials is included.

Group Guidance

15. **Effective Living.** [Text-Book Branch, Dept. of Education, Montreal Bank Bldg., Victoria, B. C., Canada.] 1950. 259pp. \$1.25.

This book describes an effective living program which, when developed in schools, will help pupils become useful, well-adjusted citizens. The program encompasses the more personal aspects of young people's lives—health; physical education; mental hygiene; home and family life; social, personal, and vocational guidance. Suggestions to administrators on beginning effective living courses in their schools, and methods of effectively teaching them are included.

Handicapped

16. **Rehabilitation of the Handicapped.** William H. Soden. [Ronald Press Co., 15 E. 26th St., New York 10.] 1949. 399pp. \$5.00.

Subtitled "A Survey of Means and Methods," this book contains representative accounts of modern procedures now being used successfully in rehabilitating mentally and physically disabled persons. Many practical phases of the rehabilitation process are covered, beginning with medical, surgical and psychiatric techniques; and continuing with the vocational, social and psychological procedures which help the handicapped toward the full utilization of their limited abilities.

Human Relations

17. **A Brief Survey of the Major Agencies in the Field of Intercultural Education.** [American Jewish Committee, 386 Fourth Ave., New York 16.] 1950. 68pp. 40c.

A survey report of the major agencies concerned with the promotion of better group relations of children and young people in public schools and colleges. It includes a listing of such agencies and describes their programs of activity. The agencies selected fall into two major groups: the primary agencies, where intercultural education is the fundamental concern; and the secondary agencies, where intercultural education is just one of many functions.

18. ***How Do You Talk About People?** Irving J. Lee. [Anti-Defamation League of B'nai B'rith, 212 Fifth Ave., New York 10.] 1950. 38pp. 25c.

Another in the Freedom Series, this pamphlet attempts to show the difference between "observation statements" and "inference statements" about people with whom we come in contact. It also shows how prejudices are formed and their effect on the individual's personality.

19. **With Focus on Human Relations: A Story of An Eighth Grade.** Hilda Taba and Deborah Elkins. [Amer. Council on Education, 744 Jackson Pl., Washington 6, D. C.] 1950. 227pp. \$2.50.

This book tells in detail how one teacher discovered the problems of her pupils and how she helped them to work out solutions. It fully describes the methods and techniques she used and includes numerous records, papers, and classroom discussions to illustrate them. Other teachers, administrators, or guidance workers interested in improving human relations among pupils will find this book helpful.

In-Service Training

20. **Developing Basic Skills.** Report No. 1. [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1949. 57pp. 50c. Quantity prices.

This booklet is another in the series of reports surveying newer educational practices. It considers speech as one of the basic skills, along with reading, writing, and arithmetic, and discusses their relationship to pupil development. The booklet includes illustrations of some of the practices that have been used by teachers and found

to be effective in developing the skills of children in their classes. These practices are designed in keeping with each individual pupil's ability and interest, and cover methods of teaching that may be used with pupils from the primary-age group through teen-agers.

Job and Occupational Analysis

21. ***Job Evaluation Practices.** Mimeographed Release 2. [Industrial Relations Center, Univ. of Minnesota, Minneapolis 14, Minn.] 1950. 119pp. Free. Limited Supply.

This is the report of the conference held in December, 1949 to study job evaluation practices. It contains a discussion of the history, purposes, and limitations of job evaluation and descriptions of various methods by which jobs can be evaluated. Further discussions include evaluating procedures for managerial, supervisory, and staff jobs; methods of grading job classifications; union-management relationships; and other aspects of job evaluation that will be helpful to personnel directors of both large and small firms.

Mental Hygiene

22. **The Psychology of Mental Health.** Louis P. Thorpe. [The Ronald Press Co., 15 E. 26th St., New York 10.] 1950. 747pp. \$5.00.

Although prepared as a textbook for college and university courses dealing with mental hygiene, the psychology of personality and adjustment, educational psychology, and child development, this book will be of use to parents, teachers, and others who work with children, youth or adults. It is concerned with the causes, conditions, and corrections of mental ill-health, with emphasis on the normal or mildly maladjusted individual, rather than those with severe psychological disorders. Considerable space is given to the probable effects of parents' and teachers' behavior on the mental health of children, and to how the school and its curricular materials may be utilized for mental health purposes and the improvement of pupil adjustment.

Personnel and Supervision Problems

23. **Personnel Selection: Test and Measurement Techniques.** Robert L.

Thorndike. [John Wiley & Sons, 440 Fourth Ave., New York 16.] 1949. 358pp. \$4.00.

Divided into two major parts, this book deals with the technical and administrative problems involved in developing and maintaining a personnel testing program. It tells how to evaluate the effectiveness of procedures and how to keep the program operating efficiently. Practical suggestions of techniques of test and measurement and the basic steps which make up a successful personnel selection program are included.

Psychology

24. **Interaction Process Analysis: A Method for the Study of Small Groups.** Robert F. Bales. [Addison-Wesley Press, Kendall Sq. Bldg., Cambridge 42, Mass.] 1950. 203pp. \$6.00.

Written especially for professional workers in social psychology, this book presents a generalized method for studying human interaction in small face-to-face groups. The author also reports on several methods for analyzing observations. The book, intended as a progress report, may be used as a working manual for others who wish to use these methods.

25. **Psychology: Its Principles and Applications.** T. L. Engle. Rev. ed. [World Book Co., Yonkers-on-Hudson 5, N. Y.] 1950. 628pp. \$3.08.

Planned for high school and junior colleges, and suited for that age group, this book treats the problems and answers questions that commonly arise in young people's relations with each other. It presents basic information about psychology and shows how it may be applied to problems of study and reading and to problems of society and the individual. Various chapters deal with popularity and leadership, mental hygiene, vocational efficiency, and marriage and the family. This book is designed as a text in elementary psychology, or it may be used by teachers for supplementary reading.

Reading

26. ***Guidance in the Critical Interpretation of Language.** Emmett A. Betts. [Reading Clinic, Dept. of Psychology, Temple Univ., Phila-

delphia 22, Pa.] 1950. 35c. Reprinted from *Elementary English*, January, 1950.

This discussion concerns the development of critical reading and thinking at the upper elementary school level. It deals with the nature of language; the interrelationships of purpose, rate, and depth of comprehension in a developmental reading program; and with systematic guidance in critical reading. Techniques for the teacher on guiding a reading development program are included.

27. **Helping Children Read Better.** Paul Witty. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 48pp. 40c. Quantity prices.

A sprightly illustrated booklet which discusses reading as an indispensable study tool, as an enriching and satisfying leisure-time activity, and as a means of personality and citizenship growth. Individual chapters discuss: preparing preschool children for reading; reading in the elementary grades; goals for the high school reader; what to do when there are reading problems; and directing children's reading interests. The author, Professor of Education and Director of the Psycho-Educational Clinic at Northwestern University, points out specific ways for parents and teachers to help children read better—and also discusses materials and methods to help them with their job. Also included are a page of discussion questions, sources of reading materials for children, and an annotated bibliography.

28. **SRA Better Reading Book 2.** Elizabeth A. Simpson. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 88pp. \$1.55. Quantity prices.

This Reading Book contains 20 articles, carefully selected in terms of their interest appeal and of their reading difficulty as determined by the application of the Dale-Chall formula for predicting readability. Many of the articles, each taken from a popular magazine or a best-seller book, have direct tie-ins with such commonly-taught subjects as English, social studies, and science. The Reading Book also contains 20 tests, each of which is completely objective in form, and which may be quickly and accurately scored. The author, Director of Adult Reading, Illinois Institute of Technology, Chicago, has designed this

book for students reading at the seventh grade level or higher. It may be used with students receiving developmental instruction or remedial instruction, either in the classroom or reading clinic. A Progress Folder, which helps students measure and record their progress in reading rate and comprehension, and an Instructor's Guide containing specific suggestions for the use of these materials may also be obtained at nominal cost.

29. The Reading Interests of Young People. George W. Norvell. D. C. Heath & Co., 285 Columbus Ave., Boston 16, Mass.] 1950. 262pp. \$3.50.

The result of a twelve-year study of boys' and girls' reading interests, this book is an extensive and specific guide to the teacher in choosing the selections to be taught in grades 7 to 12. Tables showing the relative popularity of various literary types and many sub-types among poems, short stories, and essays are included. The most popular types of literature are given in separate lists for boys and girls.

Safety

30. Health and Safety. Report No. 6. [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1950. 30pp. 50c.

This report deals with school practices of health and safety that are a part of the total educational system, including the community. It covers actual practices being carried on in the following areas: health service programs; instruction and practice of health and safety; sports and recreation; guidance and character development programs; coordination of home and school; public information and participation; community, county, state, and government resources; and healthful, safe school surroundings.

School Administration

31. *Community Leaders. [Amer. Assn. of School Administrators, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1950. 24pp. 25c.

A booklet written to show school administrators how they can work effectively with the community for school improvement. It describes types of leaders which are typical of most communities, and discusses some

of the problems with which the administrator has to deal. Principles of leadership which will be helpful to administrators in guiding and directing educational programs are outlined.

School-Community Relations

32. *Good Schools Don't Just Happen. Prepared for the Commission of Life Adjustment Education for Youth by Staff Members of the U. S. Office of Education. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. Single copies, free. Quantity prices.

The result of cooperative thinking and planning by educators and laymen, this booklet shows how schools can meet the individual needs of all youth and prepare them for democratic citizenship. It outlines the goals of a good school, discusses some of the problems which school and community must solve, and tells what you can do to help. School officials, leaders of community organizations, youth and social agencies, parent-teacher associations, and all others interested in education for life adjustment will find this booklet a helpful planning guide.

33. School and Community Programs: A Casebook of Successful Practice from Kindergarten through College and Adult Education. Edited by Edward G. Olsen. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1949. 510pp. \$5.65.

A comprehensive source book of actual successful practices in the entire school-community field. The book contains case examples of numerous projects in a variety of subject fields and on all academic levels—from primary grades through adult education. An entire chapter is devoted to the training of prospective teachers in school-community relations. A suggested list of professional references in the school-community field that will be of interest to administrators, teachers, students, P.T.A., and other community organizations is included, grouped into categories according to cost.

Secondary Education

34. Secondary Education: Basic Principles and Practices. William M.

Alexander and J. Galen Saylor. [Rinehart & Co., 232 Madison Ave., New York 16.] 1950. 536pp. \$4.00.

The authors of this book feel that the major obstacle to high school improvement is the lack of understanding of its possibilities, purposes, and program by the teachers who work in them. For the purpose of meeting that need, this volume presents information they consider necessary for understanding the needs of the high school and the youth in attendance. Each chapter of the book is concerned with a particular phase of high-school operation—teachers, pupils, curriculum, guidance program, organization, administration, etc. This book should be of value to persons who are preparing to work in high schools as well as to teachers and administrators now in service.

Social Problems

35. *America's Needs and Resources. Charles E. Lindblom. [Anti-Defamation League of B'nai B'rith, 212 Fifth Ave., New York 10.] 1950. 45pp. 25c.

In this book the author attempts to explain the discrepancy between the average American citizen's actual standard of living and his economic and social needs as determined by society. He presents an estimate of the needs and wants of the American people balanced against the human and industrial capacity of our resources to meet those needs. His survey includes food, housing, clothing, medical care, and education. The book also contains the author's suggestions of ways in which resources may more than fulfill wants and how the individual citizen can help.

Speech

36. How to Build a Better Vocabulary. Maxwell Nurnberg and W. T. Rhodes. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1949. 388pp. \$2.95.

Here is a special method for learning and remembering new words, and for using them effectively. The authors of this book have taken nearly 2,000 words from sports news, movie columns, best-selling novels, and world events—words that are commonly encountered during our everyday lives. By using humorous anecdotes and

word stories, the techniques described are entertaining as well as easy. Numerous quizzes are given throughout the book to test the progress being made.

Student Personnel Services

37. *How to Conduct the Study of the Guidance Services of the School. Harry D. Lovelass. Illinois Secondary School Curriculum Program Bulletin No. 6. [State Supt. of Public Instruction, Springfield, Ill.] 1949. 263pp. Apply.

This bulletin is designed as a practical handbook giving step-by-step directions for evaluating a school guidance program. Before telling how to conduct the study and analyze findings, a discussion of why such a program is desirable is given. School administrators and other officials may find the procedures described helpful in ascertaining the needs of their guidance programs.

Tests and Scales

38. §The Porteus Maze Test and Intelligence. Stanley D. Porteus. [Pacific Books, Box 558, Palo Alto, Calif.] 1950. 194pp. \$4.00.

An up-to-date handbook on the Maze Test, this book summarizes the author's many years of experience in the field of psychology. It includes his accounts of research with the feeble-minded, the delinquent and criminal, the psychotic, and with primitive peoples. References to all studies in which the Maze Test has been used are also given.

39. Psychodiagnosis: An Introduction to Tests in the Clinical Practice of Psychodynamics. Saul Rosenzweig. [Grune & Stratton, 381 Fourth Ave., New York.] 1949. 380pp. \$5.00.

An introduction to and a survey of the field of diagnostic testing, this book presents the author's views on the function of diagnostic tests and how much they contribute toward the understanding of the patient. It covers tests of general intelligence, of intellectual deviation, of vocational aptitude and interest, and of personality, both inventories and projective methods. Case studies presenting a variety of problems are also included.

Vocational Education

40. **Studies in Industrial Education.** AVA Bulletin No. 4. [Amer. Vocational Assn., 1010 Vermont Ave., Washington 5, D. C.] 1949. 160pp. \$1.00.

An extensive bibliography of studies in the field of industrial education, including material in the three areas of industrial arts education, vocational industrial education, and technical education. All titles included are theses, problems and special studies which graduate students have completed toward requirements for advanced degrees. More than half of the 2,002 studies are annotated.

Vocational Guidance

41. **Helping People Find Jobs:**

How to Operate a Placement Office. Harry Dexter Kitson and Juna Barnes Newton. [Harper & Bros., 49 E. 33rd St., New York 16.] 1950. 265pp. \$3.50.

The authors of this book, both authorities in personnel and guidance, tell how to organize and run an employment bureau or job placement service. They discuss techniques of interviewing, selection of applicants, job order soliciting, record evaluation, labor market and occupational information, and other pertinent matters. A discussion of the training and abilities required of placement officers is also included. Employers, job applicants, personnel workers, and others in the fields of vocational guidance or placement will find this book helpful.

for the *STUDENT*

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS**Adolescence**

42. **About Growing Up.** Fred R. Bellmar and Others. [National Forum, Inc., 407 S. Dearborn St., Chicago 5.] 1949. 222pp. \$1.50.

Especially written for students entering high school, this book contains suggestions for making new friends and becoming a part of the school's activities. Topics covered include getting along with teachers; using time to best advantage; how to study; family life; sportsmanship; honesty; growing up; and many others of interest to teenagers. Questions for discussion and additional reading references are given at the end of each chapter.

Consumer Education

43. ***Money Management — Your Clothing Dollar.** [Consumer Educa-

tion Dept., Household Finance Corp., 919 N. Michigan Ave., Chicago 11.] 1950. 32pp. 5c.

This attractively illustrated booklet gives practical, helpful information on planning, purchasing, and caring for clothing. It explains how to take a wardrobe inventory, and gives a wearing guide to illustrate combinations. How the clothing dollar may be stretched by means of a basic wardrobe and other helpful points are also included. This booklet will be of value to the homemaker and as a teaching aid, as well as to young people working on limited budgets.

Family Life

44. **Getting Along with Brothers and Sisters.** Frances Ullmann. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 48pp. 40c. Quantity prices.

Some friction between brothers and sisters is a common occurrence in most families. And it is usually the result of many factors—not just one. This friction may be occasional and unimportant, or it may be chronic and severe, the result of deep-rooted hostility and resentment. In either case, brother-sister relationships can be improved, through understanding and a desire to get along better. The author, who is Executive Editor of *Child Study Magazine*, has prepared this booklet in cooperation with the Child Study Association of America in an effort to help young people get along better with their brothers and sisters—to understand them, and to accept them as individuals. Since family life is preparation for living in other areas, these relationships are extremely important to the future of every young person.

Health and Hygiene

45. **Alcohol and Human Affairs.** Willard B. Spalding and John R. Montague. [World Book Co., Yonkers-on-Hudson, N. Y.] 1949. 248pp. \$1.64.

Adapted to high school level and containing information from numerous reliable sources, this book presents a thorough treatment of the uses and abuses of alcohol. Every aspect of the use of alcohol as a beverage is investigated—historical, physiological, economic, legal, and personal. The latest and most accurate statistics on the problems, arranged in charts and tables, are included. A discussion of tobacco, narcotics and other drugs is given in the appendix.

Job Satisfaction and Success

46. **Making Work Human.** Glen U. Cleeton. [The Antioch Press, Yellow Springs, Ohio.] 1949. 326pp. \$3.75.

This book presents a philosophy and psychology of work which is designed to make work a satisfying activity. It contains basic techniques for developing sound and practical interpersonal relationships in business and industry, and shows how these techniques may be used in solving problems of work adjustment. Sample problems illustrating the appropriate applications of the principles discussed in each chapter are included in the appendix.

Personality

47. **Guide to Self-Discovery.** Louis Hlavacek. [Guide Publishers, Room 726, 53 W. Jackson Blvd., Chicago 4.] 1950. \$1.00.

Developed to aid you in making a personal survey and in appraising yourself, this guide lists various assets in life on which you can rate yourself. Checklists of five hundred questions are divided into twelve departments, designed to help you understand what you are and what you can do to achieve the most from the natural qualities you possess.

Social and Personal Adjustment

48. **Problems of Human Adjustment.** Lynde C. Steckle. [Harper & Bros., 49 E. 33rd St., New York 16.] 1950. 351pp. \$3.00.

Written by a consulting psychologist with wide and varied experience, this volume presents a practical approach to solving problems of sex, marriage, vocation, religion, and old age. He discusses many of the causes and types of mental disorders and outlines suggestions for solving them. Teachers, personnel officers, psychologists, social workers, and students of medicine and psychology may find that this psychological presentation may give them a better understanding of human adjustments and maladjustments.

49. **The Psychology of Development and Personal Adjustment.** John E. Anderson. [Henry Holt & Co., 257 Fourth Ave., New York 10.] 1949. 720pp. \$3.25.

Written from the senior high or junior college student's point of view, this book is designed to help prepare young people for adjusting to present and later life. Its subject matter begins with a discussion of why a study of human adjustment is important and goes on to describe its process. Other chapters are concerned with social behavior; personal efficiency; orientation to adult life, including vocational adjustment to marriage and family life. The author uses an informal and easy style of writing which makes the book highly readable.

Vocational Guidance

50. **How to Get and Hold the Job**

You Want. Ruth Hooper Larison. [Longmans, Green & Co., 55 Fifth Ave., New York 3.] 1950. 264pp. \$2.95.

This book is intended for persons seeking better jobs, as well as for those looking for their first jobs. It describes ten consecutive steps for preparing an effective job getting campaign—from taking a personal inventory to beginning the new job. Significant points on how to hold a job are also discussed. The last section of the book contains ideas and approaches—letters, resumes, and portfolio—that were effective for others and may be used as a starting point for job-seekers in developing their own approaches.

Women - Employment

51. ***Women In Higher-Level Positions.** Frances Van Schaick and Others. U. S. Dept. of Labor, Women's Bur. Bulletin No. 236. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 86pp. 25c.

Of particular interest to career-minded young women, this bulletin reports on a study of women who hold top-level positions in business and industry, and the attitudes of management toward them. It

discusses the extent to which higher-level jobs are open to women, the qualifications demanded, the relative success of men and women in obtaining such jobs, and the background and experience of the women holding high-level positions. This survey covers women in personnel work, buying and merchandising, factory-supervision, industrial research and engineering, printing and publishing, insurance and banking.

52. ***Women in the Federal Service.** Part II; Occupational Information. U. S. Dept. of Labor, Women's Bureau Bulletin No. 230 - II. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 87pp. 25c.

This report shows the occupations of a selected group of women at the higher levels of salary and responsibility in the executive branch of the Federal Government. It gives information on their training, age, and length of service at the time these upper levels were reached. The report covers the professional occupations, the administrative, and non-administrative positions which women hold. From this report young women can get an idea of the wide variety of well-paying job opportunities open to women in government service, and the training requirements, experience, and other qualifications necessary to advance.

VOCATIONAL INFORMATION

Accounting

53. ***Actuary.** Bruce R. Power. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1950. 4pp. 10c.

This occupational monograph on the actuarial profession presents information under the following headings; history and importance of the occupation; nature of the work; working conditions; qualifications necessary for entry and success, preparation needed; and opportunities for advancement. The salary scales given apply specifically to Canadian provinces, but suggestions for getting started, related occupations, advantages and disadvantages of the work will be helpful to any interested student. The information contained deals almost entirely with the job of actuary in life insurance companies.

Animal Husbandry

54. ***Poultryman.** D. H. Blatchford. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1950. 4pp. 10c.

Opportunities for young men in the poultry-raising business are described in this monograph. It discusses the history and development of the occupation, describes the nature of the work and the working conditions, and tells what personal qualifications and training requirements are essential to success. The advantages and disadvantages of the occupation, earnings, and other suggestions are also included.

Education

55. ***Careers in Speech & Hear-**

ing. [Information Service, Natl. Society for Crippled Children and Adults, 11 S. LaSalle St., Chicago 3.] 1950. 10pp. 3c.

A leaflet explaining the work of speech correctionists and the type of speech disorders that they treat. It describes the numerous and varied job opportunities in the relatively new field of speech therapy and tells what kind of educational training and preparation young people will need for the work. Prospective places of employment and suggestions for getting started are also given.

Engineering

56. *Civil Engineering. Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D. C.] 1950. 3pp. Free.

This guidance leaflet tells about the work of a civil engineer—his duties, working conditions, and qualifications. The college preparation and training required and the degrees earned are covered. A list of accredited colleges of civil engineering, and their locations are also included.

57. *Electrical Engineering. Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D. C.] 1950. 3pp. Free.

What an electrical engineer does, the personal qualifications and educational preparation needed, the fields of industry, and the areas in which he works are described in this leaflet. The opportunities, salaries, and future outlook for employment are also covered. Numerous schools, approved for training electrical engineers, the state and city in which they are located are listed.

58. *The Second Mile. W. E. Wickenden. [Engineer's Council for Professional Development, 29 W. 39th St., New York 18.] 1949. 14pp. 15c. Quantity prices.

This pamphlet presents an over-all picture of the engineering profession that will be helpful to engineering students and to recent graduates. The author describes professions and professional standards in general, and compares the engineering pro-

fession with those of law and medicine. He also discusses several factors that are designed to improve the engineering profession, and gives a broad view of its future outlook.

59. *Surveyor. Oscar J. Marshall. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1949. 4pp. 10c.

What surveying is, the history and importance of the profession, the nature of the work, working conditions, and the qualifications necessary for entry and success in this field are some of the topics covered by this monograph. It also contains information on the preparation and training required, the opportunities for advancement, advantages and disadvantages of the work, and related occupations. The salaries given apply specifically to Canada, but most of the other information will be of general interest.

Government and Public Service

60. Housing Assistant. David R. Turner. [Arco Publishing Co., 480 Lexington Ave., New York 17.] 1950. 122pp. \$2.00.

This is an examination-study guide that will be useful to persons preparing for Civil Service housing tests. It contains previous examinations, questions and answers, housing history and regulations, and other information designed to present an analysis of the job, its duties and requirements.

Health

61. *Approved Schools for Medical Technologists. [Council on Medical Education and Hospitals, 535 N. Dearborn St., Chicago 10.] 1950. 8pp. Free.

This leaflet contains a description of the type of administration, organization, faculty, prerequisites, curriculum, clinical material, and ethics that are essential to an acceptable school for medical technologists. It also includes the names and locations of approved schools for training medical technologists, giving information on tuition costs, length of training, administrative head, and requirements.

62. *Careers with a Future — The

Public Health Statistician. [Amer. Public Health Assn., 1790 Broadway, New York 19.] 1950. 7pp. Single copies, free.

A career pamphlet describing the increasing opportunities for young men and women in the field of public health statistics. It tells what the statistician does, discusses the undergraduate and professional study required, and lists the types of agencies and organizations in which he is employed. The financial returns and other compensations of the profession, and a description of the working conditions are given. Sources from which additional information may be obtained and schools offering training in public health are also included.

63. *Nursing Offers You a Chance on a Health Team. [Committee on Careers in Nursing, 1790 Broadway, New York 19.] 1950. 3c. Single copy, free.

This leaflet describes the difference between professional nursing and practical nursing and the job opportunities offered in each field. Age requirements and personal qualifications of students, cost of training, methods of entry, salaries, and other pertinent facts are stated for both groups. Young women who must make a choice between professional and practical nursing will find this leaflet helpful.

64. Optometrist. Sarah Splaver. Occupational Abstract No. 135. [Personnel Services, Inc., Main St., Peapack, N. J.] 1950. 6pp. 50c.

A description of the work of an optometrist and how it differs from that of the optician and the oculist. The personal qualifications necessary for an optometrist, the educational requirements and preparation, licensing, methods of entry and advancement opportunities, supply and demand, average earnings, advantages and disadvantages of the profession, and other basic facts are covered.

65. *Physical Therapists. [Chronicle Press, Moravia, N. Y.] 1950. 10c. Reprinted from *Guidance Chronicle*, February, 1950.

A leaflet describing the occupational outlook for physical therapists and the supply-demand relationship. It covers the duties of physical therapists, the personal quali-

fications necessary, training requirements, methods of getting started in the profession, salary rate, advantages and disadvantages of the work, and the promotional opportunities.

66. Sharon's Nursing Diary. Dorothy Deming. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1949. 272pp. \$2.50.

Especially written for high school girls, this book will interest them in the profession of nursing and answer many of their questions on what nurses do and what kind of people they are. The story, presented in the form of a diary, follows a young nurse through a wide variety of interesting experiences and gives the student an idea of the many chances for specialization in nursing. Opportunities open to nurses in all branches of the profession, in teaching, executive work, staff nursing, and in travel are described. Information of qualifications, training, and salaries is also included. Fascinating and easy reading, as well as informative, this book describes nursing as a rewarding and challenging career.

Hotels and Restaurants

67. *Guest Work. Katherine Clifford. [Mademoiselle, 122 E. 42d St., New York 17.] 1950. 10c. Reprinted from *Mademoiselle*, May, 1950.

This article discusses the many job opportunities in the hotel business for young women with college training. It lists a variety of jobs, and briefly describes the qualifications, duties, and working conditions. The various types of hotels, rates of pay, suggestions for getting into the field, and other "inside" facts about the hotel business and what it takes to be a success are included.

Iron, Steel and Machinery

68. *Pattern Makers — Wood and Metal. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1949. 24pp. 25c.

Although designed to provide current information on pattern making for Michigan communities, this occupational guide contains pertinent facts that will be of value in any area. It gives information on the history, occupational description, hiring

specifications, hours and working conditions, methods of entry, chances for advancement, related occupations, and employee organizations. Facts on apprenticeship and other on-the-job training are also included.

Laundry and Cleaning

69. ***Starting A Rug and Upholstery Cleaning Business.** Business Information Service, Small Business Aids No. 509. Prep. by Joe S. Dugan. [Office of Industry and Commerce, U. S. Dept. of Commerce, Washington 25, D. C.] 1950. 4pp. Free.

Opportunities for persons interested in the rug and upholstery cleaning business are described here, giving information on the qualifications necessary for starting the business. The two methods of cleaning—in the plant and on location—are both described in detail. Cost of equipment to be

used, suggestions for promoting the business, Federal and State regulations, taxes and records, and additional services that may be rendered are also covered.

Occupations, General

70. **75 Ways for Boys to Make Money.** Adrian A. Paradis. [Greenberg: Publisher, 201 E. 57th St., New York 22.] 1950. 138pp. \$1.95.

Opportunities for boys who want to earn money, working part-time or full-time, are offered in this book. Three distinct types of jobs are described: those the boy can do himself, business services he can operate, and products he can sell. Many of the projects are the help-around-the-house aids that housewives seek. Job descriptions are clearly written, and they list the tools the young man will need, the simple way to do the job, and the wages he should ask.

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